Word: Tips and Tricks 2

AutoCorrect

The AutoCorrect feature can detect and correct many common errors. It can be a big time saver or a big pain in the neck depending on what you are doing. Click on *Tools* and then *AutoCorrect.*

AutoCorrect Tab
- Type "*TEst*" and press spacebar. "Test" appears. **COrrect TWo INitial CApitals** is the default.
- type "*tthe*" and press spacebar, AutoCorrect replaces your word with "The". This correction is made because it is a common typo. The word is capitalized because **Capitalize first letter of sentence** is a default.
- Test **Capitalize names of days, correct accidental usage of cAPS LOCK key** on your own.
- Type "*BV*" under **Replace** and type "*Blue Valley*" under **With**. Click OK. Now every time you type BV it will be replaced with Blue Valley.
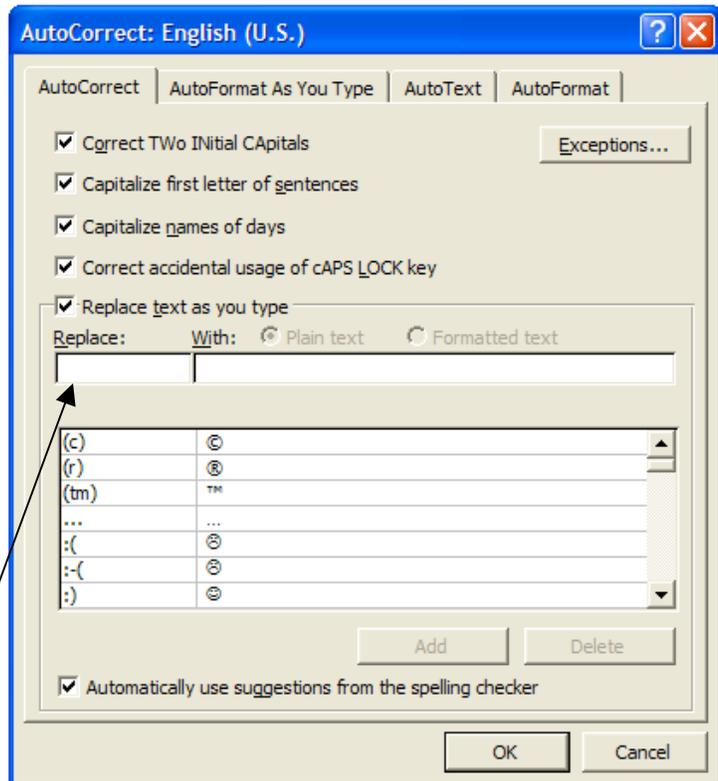
AutoFormat As You Type
- Type "*1. Example*" and press return. A *2.* appears and the whole thing is indented. **Automatic numbered lists** is the default. Try the same with a bulleted list. To change the default, click to remove the "√" .
- Check out the **Replace as you type** options. They are pretty straight forward.
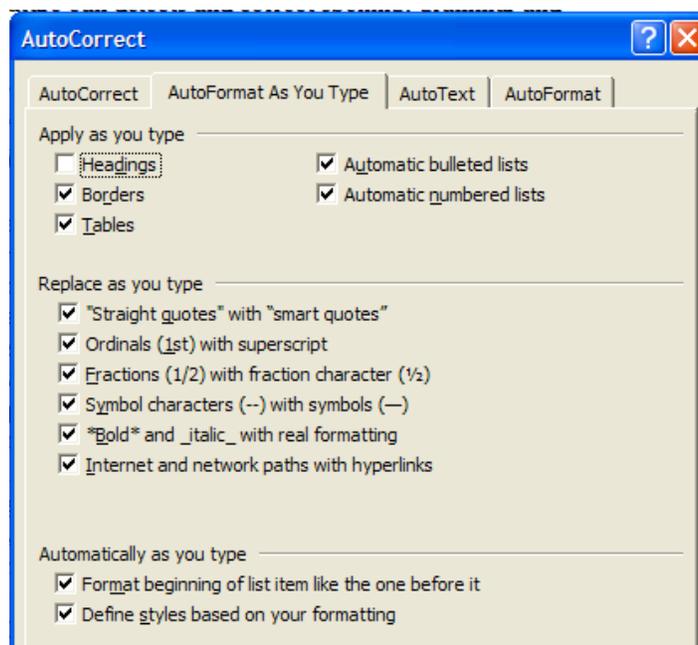
AutoFormat memorizes formatting in a paragraph and repeats it in the next.

Other Tips:

Clicking:
- Double click on a word to select the entire word
- Triple click anywhere in a paragraph to select an entire paragraph.

Creating Screen Shots:
- Push "print screen" button on the keyboard. Though it appears that nothing has happened, the computer has actually taken a picture of the screen.
- Open a new Word document
- Click on **edit/paste** (or the paste icon)

Click and drag a corner handle to make the picture larger. Use the *Picture Toolbar* to enhance the screenshot. Use the text tool on the *Draw Toolbar* to create text. There are many possibilities.
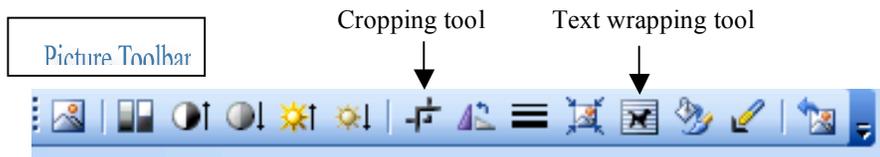
Customizing Toolbars
Aren't there a lot of tools on the toolbar that you never use? What about students? If you teach elementary grades, it may be well worth while to customize the toolbar so that only those tools students use and need appear. This is very helpful for struggling students. The screen becomes less cluttered and needed tools are more obvious.
To customize a toolbar:
- Click on the drop down arrow at the end of the toolbar and select "Add or Remove Buttons" and then click on the name of the toolbar.
- A list of all the buttons available on that toolbar will appear. Simply remove the check mark in front of those you do not want to appear anymore. If I teach 2nd grade, I may remove all the buttons except blank doc, open, save, print, spelling, cut, copy, and paste. When students are ready for the others, it is very easy to put them back one at a time. Note that at the bottom of the list it says "reset toolbar" if I want to go back to the default toolbar.

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